



# Cal Grant EL Verification

presented by the California Student Aid Commission

## Welcome Cal Grant Administrators!

We will begin our training in a few moments. In the meantime, here are some hints for getting the most out of this web-training:

### To hear the AUDIO portion of this training

1. Dial 1-866-826-6337 on your phone
2. enter the PIN code: 281146
3. Press the # button

### To ask QUESTIONS during the presentation

1. Type your question in the <Send A Message> field located at the bottom of your screen
2. Press the <ENTER> key on your keyboard
3. A response to your question will be provided in the chat window by the CSAC Chat Host

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## Your Trainers Today

### Presenter

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### Chat Host

**Sally Atlas**

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## The EL Verification Process



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## What is EL Verification?

- EL = Education Level
  - EL1 - freshman
  - EL2 - sophomore
  - EL3 - junior
  - EL4 - senior
- Determines the number of years a participant will be eligible to receive Cal Grant benefits
- ***Student's EL as of the beginning of the term for which payment is first made***

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## Program Eligibility Limits

- Maximum Program Eligibility
  - Cal Grant A = 400%
  - Cal Grant B = 400%
- Cal Grant Eligibility
  - EL1 (freshman) = 400%
  - EL2 (sophomore) = 300%
  - EL3 (junior) = 200%
  - EL4 (senior) = 100%

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## Which Students Require Verification?

- New Transfer Entitlement recipients
- New Competitive applicants
- Any other new Cal Grant A and B recipients whose EL is not immediately obvious

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### Who Verifies the EL?

- The student's school most likely to attend, **or**
- School at which the student receives his or her first grant payment
- The Commission will not require EL verification of any recipients attending a community college

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### What Happens to Un-Verified Students?

- Educational Level Verification Form sent to student in May with a 30 day deadline
- Failure to verify an EL will result in a grant withdrawal

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### EL Verification Corrections

- Within the same initial award year
  - Update the EL field on WebGrants
- After initial award year
  - Contact CSAC to determine which school is responsible for reporting
  - Student must contact school of initial payment to correct initial EL
  - School of initial payment makes correction on Grant Record Change Form (G-21)

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## Old Process

- 2 copies of EL Verification report sent to schools in January
- School verifies EL of students listed on report, marks changes directly on one of the report
- School sends modified report back to CSAC

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## Question Break



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## New Process

- EL Verification fields attached to student's WebGrants record
- **Method 1:** Verify EL online at any time before posting 2nd payment, or
- **Method 2:** Download EL Verification report, verify EL of students listed on data file, and upload data with corrected ELs

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## Method One: Online EL Verification



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## WebGrants Access

- System Administrator determines access level
  - EL Verification with payment data
  - EL Verification only
- Users with EL verification only access should also have access to:
  - Print Roster
  - Customize Roster

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School Info	<input checked="" type="radio"/> None <input type="radio"/> Read <input type="radio"/> Write
Demographics	<input checked="" type="radio"/> None <input type="radio"/> Read <input type="radio"/> Write
Contact Information	<input checked="" type="radio"/> None <input type="radio"/> Read <input type="radio"/> Write
Cost Estimate	<input checked="" type="radio"/> None <input type="radio"/> Read <input type="radio"/> Write
Transaction Status	<input checked="" type="radio"/> None <input type="radio"/> Read <input type="radio"/> Write
Roster/Reconciliation	<input type="radio"/> None <input type="radio"/> Read <input checked="" type="radio"/> Write
Customize Roster	<input type="radio"/> None <input type="radio"/> Read <input checked="" type="radio"/> Write
Display Roster	<input checked="" type="radio"/> None <input type="radio"/> Read <input type="radio"/> Write
Print Roster	<input type="radio"/> None <input type="radio"/> Read <input checked="" type="radio"/> Write
EL Verification	<input type="radio"/> None <input type="radio"/> Read <input checked="" type="radio"/> Write
Customize Reconciliation	<input checked="" type="radio"/> None <input type="radio"/> Read <input type="radio"/> Write
Display Reconciliation	<input checked="" type="radio"/> None <input type="radio"/> Read <input type="radio"/> Write
Data Transfer	<input checked="" type="radio"/> None <input type="radio"/> Read <input type="radio"/> Write

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California Student Aid Commission  
WebGrants System

Home Tools Help Sign Out

Roster/Reconciliation Main Customize Roster Print Roster EL Verification

Online Roster for CSU FULLERTON - 00113700 / Acad Year 2003 - 2004

Be sure to save all entries before exiting the Roster or changes will be lost.

School ID: 00113700 Acad Year: 2003 - 2004 Formset: CSAC Standard Roster Effic: 50

Total number of records: 1 Total number of pages: 1

Reset Values Print Page SAVE

Verify Effic as reported Update all records with custom code Submit

(NAB display in Custom Code 5 field)

SSN	DOB	Grant ID	Cycle ID	Housing Code	Dep Status	New / Renewal	EL Code	CSAC Budget	EFC	Remain Elg	Forecast Elg	Roster Section
001137119	12/15/82	ED3050777	E2	2	D	N	3	14880	9725	200.00%	100.00%	EL00BLE(1)

Custom Codes: 1 2 3 4 5

Education Level (EL) Verification Reported EL: 3 Verified EL: 3 Status: 2 - Not yet paid, Verification Required

Full Term

Program Code	Award Type	Annual Award	Term Amount	Adj. Amount	Adj. Reason	Pay Code	Annual Need	Adj. Need	Post Type
Totals		\$2,048	\$1,023				4935		
A	TF	\$2,048	\$1,023						GR1

Spring Term

Program Code	Award Type	Annual Award	Term Amount	Adj. Amount	Adj. Reason	Pay Code	Annual Need	Adj. Need	Post Type
Totals		\$2,048	\$1,023				4935		
A	TF	\$2,048	\$1,023						GR1

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Roster/Reconciliation Main Customize Roster Print Roster EL Verification

Roster/Reconciliation Main

- Roster
- Customize Roster
- Print Roster
- EL Verification

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Roster/Reconciliation Main Customize Roster Print Roster EL Verification

Online Roster for CSU FULLERTON - 00113700 / Acad Year 2003 - 2004

Be sure to save all entries before exiting the Roster or changes will be lost.

School ID: 00113700 Acad Year: 2003 - 2004 Formset: CSAC Standard Roster Effic: 50

Total number of records: 42 Total number of pages: 9

Reset Values Print Page SAVE

Verify Effic as reported

SSN	DOB	Grant ID	Cycle ID	Housing Code	Dep Status	New / Renewal	EL Code	CSAC Budget	EFC	Remain Elg	Forecast Elg	Roster Section
001137046	04/14/84	ED3054137	E1	1	D	H	2	---	---	100.00%	100.00%	EL00BLE(1)

Custom Codes: 1 2 3 4 5

Education Level (EL) Verification Reported EL: 1 Verified EL: 1 Status: 2 - Not yet paid, Verification Required

Full Term

Program Code	Award Type	Annual Award	Term Amount	Adj. Amount	Adj. Reason	Pay Code	Annual Need	Adj. Need	Post Type
Totals		\$2,048	\$1,023				4935		
A	TF	\$2,048	\$1,023						GR1

Spring Term

Program Code	Award Type	Annual Award	Term Amount	Adj. Amount	Adj. Reason	Pay Code	Annual Need	Adj. Need	Post Type
Totals		\$2,048	\$1,023				4935		
A	TF	\$2,048	\$1,023						GR1

#### Customize Roster

- The following is a list of your roster formats
- You can add or delete up to 8 Roster formats. The CSAC Standard Roster format can not be changed or deleted.
- Existing roster formats can be copied, edited and renamed.
- Any roster format can be chosen as the "Preferred Format." The Preferred Format will display automatically when "Display Roster" is selected from the Roster Main menu.

Row #	Name	Preferred Format	Edit	Delete
1	California Student Aid Commission See Your Award To Go	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Low Remaining Eligibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Transfer & Adjustment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	None	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Add New Format](#)



#### Define Selection Criteria

- Check boxes below to limit the records you wish to display
- A checked box means that only records with those values will be included. (If no box or every box is checked in a category, you will see all those records for your school.)

**Cycle ID** ☐ E1 ☐ E2 ☐ C1 ☐ C2  
**Award Type** ☐ Tuition/Fees ☐ Access ☐ Books & Supplies  
**Housing Code** ☐ On Campus (1) ☐ Off Campus (2) ☐ With Parents (3)  
**Dependency Status** ☐ Dependent ☐ Independent  
**EL (Education Level)** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5+  
**EL Status** ☐ Verification Not Required (1) ☐ Not Paid, Verif Required (2)  
☐ Verified As Reported (3) ☐ Verified with Change (4)  
☐ Unable to Verify (5) ☐ Paid, Verification Required (6)  
**New/Renewal Students** ☐ New ☐ Renewal  
**Program Code** ☐ A ☐ B ☐ C ☐ T  
**Section** ☐ Eligible ☐ CC Reserve ☐ Ineligible  
**Extra Eligibility** ☐ TCP ☐ 5th Year ☐ Not TCP nor 5th Year  
**Annual Need** From \$  To \$   
**Annual Award Amount** From \$  To \$   
**Remaining Eligibility** From  % To  %  
**Forecast Eligibility** From  % To  %

Online Roster for CSU FULLERTON - 00113700 / Acad Year 2003 - 2004

Be sure to save all entries before exiting the Roster or changes will be lost.

School ID: 00113700 Acad Year: 2003-2004 Forecast: 0

Search Roster:     Total number of records: 22 Total number of pages: 5

School	DOB	Grant ID	Cycle ID	Housing Code	Dep Status	New / Renewal	EL Code	CSAC Budget	ETC	Remain Elg	Forecast Elg	Roster Section
00113700	05/19/99	CS0032271	C1	2	1	N	3	14560	200	100.00%	100.00%	ELIGIBLE(1)
Education Level (EL) Verification Program Code A Reported EL 3 Verified EL 3 Status 2 - Not paid, Verification Required												
00113719	12/15/02	CS0050777	B2	2	0	N	3	14560	975	200.00%	100.00%	ELIGIBLE(1)
Education Level (EL) Verification Program Code A Reported EL 3 Verified EL 3 Status 2 - Not paid, Verification Required												
00113700	11/17/01	CS0052286	C1	2	0	N	4	14560	0	50.00%	100.00%	ELIGIBLE(1)
Education Level (EL) Verification Program Code B Reported EL 4 Verified EL 4 Status 2 - Not paid, Verification Required												

1 - Verification Not Required  
 2 - Not yet paid, verification required  
 3 - Verified as reported  
 4 - Verified with change  
 5 - Unable to verify  
 6 - Paid, verification required

SN	DOB	Grant ID	Cycle ID	Reporting Code	Drop Status	New / Renewal	EL Code	CSAC Budget	ETC	Remain Elg	Forecast Elg	Renewal Section
00137073	05/19/99	CS0353271	C1	2	1	N	3	14580	200	100.00%	100.00%	ELIGIBLE
00137119	12/15/82	CS0350777	B2	2	D	N	3	14580	9725	200.00%	100.00%	ELIGIBLE
00137276	10/03/80	CS0357235	C1	3	D	N	4	35448	145	50.00%	100.00%	ELIGIBLE
00137380	11/17/91	CS0357286	C1	2	D	N	4	14580	0	50.00%	100.00%	ELIGIBLE

Verified EL  
 Codes  
 Adj Reason  
 1 - Freshman  
 2 - Sophomore  
 3 - Junior  
 4 - Senior  
 Has BA Degree  
 Unable to verify

SN	DOB	Grant ID	Cycle ID	Reporting Code	Drop Status	New / Renewal	EL Code	CSAC Budget	ETC	Remain Elg	Forecast Elg	Renewal Section
00137073	05/19/99	CS0353271	C1	2	1	N	3	14580	200	100.00%	100.00%	ELIGIBLE
00137119	12/15/82	CS0350777	B2	2	D	N	3	14580	9725	200.00%	100.00%	ELIGIBLE
00137276	10/03/80	CS0357235	C1	3	D	N	4	35448	145	50.00%	100.00%	ELIGIBLE
00137380	11/17/91	CS0357286	C1	2	D	N	4	14580	0	50.00%	100.00%	ELIGIBLE

Online Roster for CSU FULLERTON - 00113700 / Acad Year 2003 - 2004

Be sure to save all entries before exiting the Roster or changes will be lost.

School ID: 00113700 Acad Year: 2003 - 2004

Search Roster: Last Name: First Name: Submit

Print Page SAVE

Total number of records: 22 Total number of pages: 5

SN	DOB	Grant ID	Cycle ID	Reporting Code	Drop Status	New / Renewal	EL Code	CSAC Budget	ETC	Remain Elg	Forecast Elg	Renewal Section
00137073	05/19/99	CS0353271	C1	2	1	N	3	14580	200	100.00%	100.00%	ELIGIBLE
00137119	12/15/82	CS0350777	B2	2	D	N	3	14580	9725	200.00%	100.00%	ELIGIBLE
00137276	10/03/80	CS0357235	C1	3	D	N	4	35448	145	50.00%	100.00%	ELIGIBLE
00137380	11/17/91	CS0357286	C1	2	D	N	4	14580	0	50.00%	100.00%	ELIGIBLE



The screenshot shows the 'Online Roster for CSU FULLERTON - 00113700 / Acad Year 2003 - 2004' page. It includes a search bar with 'SSM ID' and 'Acad Year' filters, and a table of student records. The table has columns for SSM, DBO, Grant ID, Cycle ID, Housing Code, Drop Status, New/Historical, EL Code, CSAC, ETC, Financial Elig, Financial Elig, and Roster Section. Two records are displayed for the 2003-2004 academic year.

SSM	DBO	Grant ID	Cycle ID	Housing Code	Drop Status	New / Historical	EL Code	CSAC	ETC	Financial Elig	Financial Elig	Roster Section
00113707	001009	CS2003211	C1	2	I	N	3	14880	0028	100.00%	100.00%	EL(DRLE)E1
Education Level: 01 - Verification Program Code: 0 Reported EL: 3 Verified EL: 3 Status: 4 - Verified (all verifications required)												
SSM	DBO <td>Grant ID <td>Cycle ID <td>Housing Code <td>Drop Status <td>New / Historical <td>EL Code <td>CSAC <td>ETC <td>Financial Elig <td>Financial Elig <td>Roster Section</td> </td></td></td></td></td></td></td></td></td></td>	Grant ID <td>Cycle ID <td>Housing Code <td>Drop Status <td>New / Historical <td>EL Code <td>CSAC <td>ETC <td>Financial Elig <td>Financial Elig <td>Roster Section</td> </td></td></td></td></td></td></td></td></td>	Cycle ID <td>Housing Code <td>Drop Status <td>New / Historical <td>EL Code <td>CSAC <td>ETC <td>Financial Elig <td>Financial Elig <td>Roster Section</td> </td></td></td></td></td></td></td></td>	Housing Code <td>Drop Status <td>New / Historical <td>EL Code <td>CSAC <td>ETC <td>Financial Elig <td>Financial Elig <td>Roster Section</td> </td></td></td></td></td></td></td>	Drop Status <td>New / Historical <td>EL Code <td>CSAC <td>ETC <td>Financial Elig <td>Financial Elig <td>Roster Section</td> </td></td></td></td></td></td>	New / Historical <td>EL Code <td>CSAC <td>ETC <td>Financial Elig <td>Financial Elig <td>Roster Section</td> </td></td></td></td></td>	EL Code <td>CSAC <td>ETC <td>Financial Elig <td>Financial Elig <td>Roster Section</td> </td></td></td></td>	CSAC <td>ETC <td>Financial Elig <td>Financial Elig <td>Roster Section</td> </td></td></td>	ETC <td>Financial Elig <td>Financial Elig <td>Roster Section</td> </td></td>	Financial Elig <td>Financial Elig <td>Roster Section</td> </td>	Financial Elig <td>Roster Section</td>	Roster Section
00113719	121582	CS2003777	E2	2	D	H	3	14880	9725	200.00%	100.00%	EL(DRLE)E2
Education Level: 01 - Verification Program Code: 0 Reported EL: 3 Verified EL: 3 Status: 2 - Not paid, verifications required												

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**Online Roster for CSU FULLERTON - 00113700 / Acad Year 2003 - 2004**

Be sure to save all entries before exiting the Roster or changes will be lost.

**Student ID** = 00113700 **Acad Year** = 2003 - 2004 **Format** = ☐ HTML ☐ PDF

**Search Roster** Last Name:

Total number of records: 22 Total number of pages: 1

1 2 3 4 Next

**1st Page - History A**

SSN	DOB	Grant ID	Cycle ID	Historical Cycle	Drop Status	New / Renewed	EL Code	CSAC Budget	ETC	Fenneman Elog	Fenneman Elog	Roster Section
001137073	00/09/08	002052121	C1	2	I	N	3	14450	200	100.00%	100.00%	ELGR02E1
Education Level: 11 (Verification) Previous Cycle ID: Reported 3/4 Verified 3/4 Status: A - Not yet paid, Verification Required Expiry: 3/4												

**2nd Page - History A**

SSN	DOB	Grant ID	Cycle ID	Historical Cycle	Drop Status	New / Renewed	EL Code	CSAC Budget	ETC	Fenneman Elog	Fenneman Elog	Roster Section
001137118	12/19/82	002050777	E2	2	D	N	3	14460	8725	200.00%	100.00%	ELGR02E1
Education Level: 11 (Verification) Previous Cycle ID: Reported 3/4 Verified 3/4 Status: 2 - Not yet paid, Verification Required												

**3rd Page - History A**

SSN	DOB	Grant ID	Cycle ID	Historical Cycle	Drop Status	New / Renewed	EL Code	CSAC Budget	ETC	Fenneman Elog	Fenneman Elog	Roster Section
001137076	06/05/80	002050758	C1	3	N	A	3	14460	140	50.00%	100.00%	ELGR02E1
Education Level: 11 (Verification) Previous Cycle ID: Reported 3/4 Verified 3/4 Status: 2 - Not yet paid, Verification Required												

**4th Page - History B**

SSN	DOB	Grant ID	Cycle ID	Historical Cycle	Drop Status	New / Renewed	EL Code	CSAC Budget	ETC	Fenneman Elog	Fenneman Elog	Roster Section
001137000	11/01/80	002057236	C1	2	D	N	4	14460	0	50.00%	100.00%	ELGR02E1
Education Level: 11 (Verification) Previous Cycle ID: Reported 3/4 Verified 3/4 Status: 1 - Not yet paid, Verification Required												

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## California Student Aid Commission

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### Online Roster for CSU FULLERTON - 00113700 / Acad Year 2003 - 2004

Be sure to save all entries before exiting the Roster or changes will be lost.

Select **Acad Year** 2003-2004 **Formset** **1** **Print** **Help**

**Search Roster** Last Name  **GO**

Total number of records: 22 Total number of pages: 1

1 2 3 4 Next

Reset Values **Print Page** **SAVE**

Verify CSU Enrollment

#### Acad Year - History 6

SSN	DOB	Grant ID	Cycle ID	Enrollment Code	Drop Status	New / Renewed	EL Code	CSAC Budget	ETC	Formset Orig	Formset Orig	Roster Section
001137073	09/09/80	CE2052321	C1	2	D	N	3	148500	2028	100.00%	100.00%	EL000(EL1)
Education Level (EL): Verification Program Code ID Reported EL: Verified EL: Status: 2 - Not yet paid, Verification Required												

#### Acad Year - History 5

SSN	DOB	Grant ID	Cycle ID	Enrollment Code	Drop Status	New / Renewed	EL Code	CSAC Budget	ETC	Formset Orig	Formset Orig	Roster Section
001137119	12/18/82	CE2050777	E2	2	D	N	3	148500	9725	200.00%	100.00%	EL000(EL1)
Education Level (EL): Verification Program Code ID Reported EL: Verified EL: Status: 2 - Not yet paid, Verification Required												

#### Acad Year - History 4

SSN	DOB	Grant ID	Cycle ID	Enrollment Code	Drop Status	New / Renewed	EL Code	CSAC Budget	ETC	Formset Orig	Formset Orig	Roster Section
001137073	09/09/80	CE2052321	C1	2	D	N	4	148500	9728	100.00%	100.00%	EL000(EL1)
Education Level (EL): Verification Program Code ID Reported EL: Verified EL: Status: 2 - Not yet paid, Verification Required												

#### Acad Year - History 3

SSN	DOB	Grant ID	Cycle ID	Enrollment Code	Drop Status	New / Renewed	EL Code	CSAC Budget	ETC	Formset Orig	Formset Orig	Roster Section
001137080	11/17/80	CE2057236	C1	2	D	N	4	148500	50.00%	100.00%	100.00%	EL000(EL1)
Education Level (EL): Verification Program Code ID Reported EL: Verified EL: Status: 2 - Not yet paid, Verification Required												

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## Method Two: EL Verification Data Transfer




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**Report Download**

- To view, select the Display/Download link.
- To download, right click on the Display/Download link and choose the "Save" option.
- All data columns can be sorted either ascending or descending order by clicking on the blue column headings.
- To compare two roster files, select Grant Roster for Report and Data File for Media Type.

School ID: 2011308    Report: All    Acad Year: 2004-2005    Month: All    Media Type: All

[Download](#)    [GetLink](#)

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**Report Download for CSU FULLERTON**

- To view, select the Display/Download link.
- To download, right click on the Display/Download link and choose the "Save" option.
- All data columns can be sorted either ascending or descending order by clicking on the blue column headings.
- To compare two roster files, select Grant Roster for Report and Data File for Media Type.

School ID: 00113700    Report: All    Acad Year: 2003-2004    Month: All    Media Type: All

Report Date	Description	Media Type	Month
21-JAN-04	Grant Roster	Data File	JAN
21-JAN-04	Education Level Verification	Data File	JAN
23-OCT-03	Unable to Determine Ren Elig	Report	OCT
23-OCT-03	Monthly Payment Activity	Report	OCT
22-OCT-03	Unclaimed Awards	Report	OCT
22-OCT-03	Unclaimed Awards	Data File	OCT
17-APR-03	Award Status Extract - Non Awarded	Data File	APR
17-APR-03	Award Status Extract - Awarded	Data File	APR

[Download](#)    [GetLink](#)

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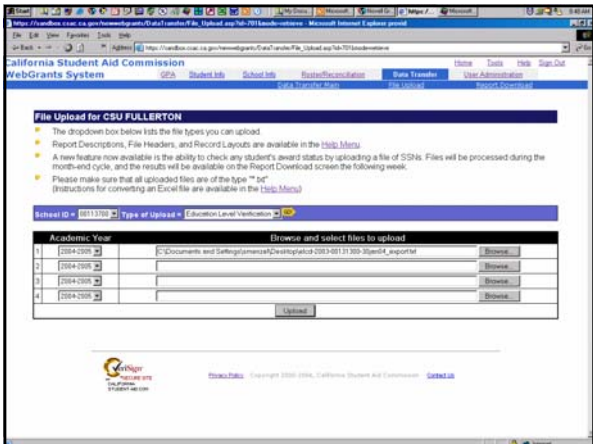
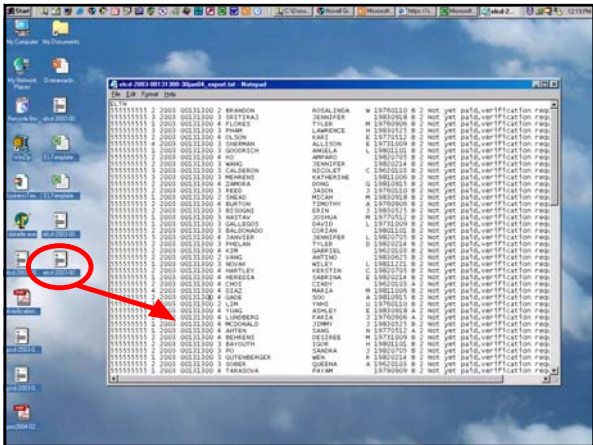
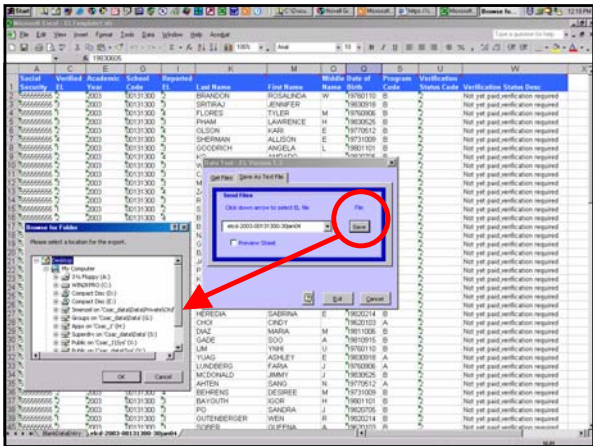
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Internet Explorer 7.0.5730.11 | http://webgrants.csu.ca.gov/webgrants/DataUpload/File\_Upload.asp?WebGrantsUploadWebGrants... Microsoft Internet Explorer 7.0

File Edit View Favorites Tools Help | http://webgrants.csu.ca.gov/webgrants/DataUpload/File\_Upload.asp?WebGrantsUploadWebGrants... | http://webgrants.csu.ca.gov/webgrants/DataUpload/File\_Upload.asp?WebGrantsUploadWebGrants... | http://webgrants.csu.ca.gov/webgrants/DataUpload/File\_Upload.asp?WebGrantsUploadWebGrants...

WebGrants System

SSA Student Info School Info Register/Manage Classes Rate Transfer User Administration

DATA Transfer Menu File Upload Record Download

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**File Upload for CSU FULLERTON**

- The dropdown box below lists the file types you can upload
- Report Descriptions, File Headers, and Record Layouts are available in the [Data Menu](#)
- A new feature now available is the ability to check any student's award status by uploading a file of SSNs. Files will be processed during the month-end cycle, and the results will be available on the Report Download screen the following week.
- Please make sure that all uploaded files are of the type "txt" (Instructions for converting an Excel file are available in the [Data Menu](#))

School ID = 00113700 Type of Upload = Education Level Verification **GO**

**1 File Uploaded Successfully**

Academic Year	Browse and select files to upload	
2004-2005	<input type="text"/>	<input type="button" value="Browse..."/>
2004-2005	<input type="text"/>	<input type="button" value="Browse..."/>
2004-2005	<input type="text"/>	<input type="button" value="Browse..."/>
2004-2005	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="Upload"/>		


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[https://webapps.csu.ca.gov/webgrants/Data/DisplayReport\\_Download.asp?NA=763&date=08-09](#) Microsoft Internet Explorer 9

File Edit View Favorites Tools Help  
http://www.webgrants.ca.gov/webgrants/Data/DisplayReport\_Download.asp?NA=763&date=08-09

**California Student Aid Commission**  
**WebGrants System**

Student Info School Info Renew/Reclassification Data Transfer Status Transfer Awards History Report Download

**Report Download for CSU FULLERTON**

- To view, select the Display/Download link.
- To download, right click on the Display/Download link and choose the "Save" option.
- All data columns can be sorted either ascending or descending order by clicking on the blue column headings.
- To compare two roster files, select Grant Roster for Report and Data File for Media Type.

School ID # 00113730      Acad Year 2003-2004      Month = All      Report = All      Media Type = All

Report Code*	Description	Media Type	Month
05-FEB-03	Grant Point	Report	FEB
05-FEB-03	EL Verification Upload Summary	Report	FEB
05-FEB-03	EL Verification Approval/Reject	Report	FEB
21-JAN-03	Educational Level Verification	Data File	JAN
22-OCT-02	Unclaimed Awards	Report	OCT
22-OCT-02	Unclaimed Awards	Data File	OCT
13-APR-02	Award Status Extract - Non Awarded	Data File	APR
13-APR-02	Award Status Extract - Awarded	Data File	APR

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[illegible]

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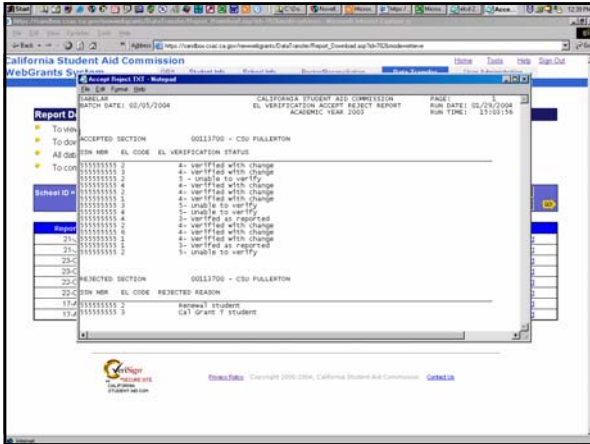
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## More About Data File Verification

- EL Verification data files will be created as part of regular month end processing
- Schools can use Excel spreadsheet and convert the file to .TXT, **or**
- Create and upload data file directly
  - Data file layout specifications can be found on the WebGrants HELP page

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## Question Break



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## Things to Remember

- Accuracy is important
- Fall payments can be reported without verification, however, any subsequent payments will be blocked until verification is completed
  - Unknown whether this goes into effect for 2003-2004 or later

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## Additional Resources

- Frequently Asked Questions
- Data file layout specifications
- WebGrants user guides
  - Tools
  - Data Transfer
- School Help Line: 888-294-0153
- Technical Help Desk: 888-294-0148
- Email: [otdtraining@csac.ca.gov](mailto:otdtraining@csac.ca.gov)

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## Thanks for Attending!

This training session has been recorded and will be available as an archived presentation at [www.cccconfer.org](http://www.cccconfer.org) in approximately 1 week

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